

**TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
December 8, 2014**

MEETING OPENED: 4:10 pm

PRESENT: Louise A. Gearty, Chairman; John Deputat, Vice Chairman;
Marc DiFruscia, Treasurer; Robert Demers, State Appointee;
Linda Brabant, Asst. Treasurer; Melissa Maniscalco, Executive Director

ABSENT: None

1. Motion by John Deputat, seconded by Linda Brabant, to approve the minutes of November 3, 2014 as presented. **Upon roll-call the motion passed by a vote of 5-0.**
2. Motion by Bob Demers, seconded by John Deputat, **unanimously voted to authorize and approve bills for December 2014.**
 - a) The Executive Director reviewed with the board the Budget Comparatives received by the authority's fee accountant, Richard Conlon, for the period 1/1/14 to 10/31/14. The federal budget is over on contract costs. This is due to unit turnover and should level off.
 - b) DHCD released notices 2014-04-December, 2014-23, 2014-24 and 2014-25. Notice 2014-04-December is about the preventative maintenance monthly reminders. The reminders were passed out by the director to all maintenance personnel. 2014-23 is the FY2015 housing authority budget guidelines. DHCD has approved a 3% increase to the Allowable Non-Utility Expense Level (ANNUEL). This is used to help maintain and preserve properties and help increase operating reserves. 2014-24 is a notice requesting housing authorities to participate in a survey regarding current waiting lists and data systems used. The information will be used to help formulate an effective and efficient centralized waiting list system. 2014-25 is a notice to inform housing authorities of an increase to the per unit premium for housing authority insurance. The new rate is \$96.60 per unit which is a \$1.60 increase over the last year's rate. This is due to increased claims.

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c) The Director presented the MassNAHRO Newsletters for November and December. The newsletters had updates to the progress on initiating the mandates of the new public housing law. Both DHCD and NAHRO hope to have many of the regulations in a draft form by the end of the year. Due to revenue shortfalls the governor had to make over \$327 million in cuts to the state FY15 budget, however the housing authority subsidy account was spared in the cuts. DHCD is also requesting that housing authorities stick to their annual formula funding budget and not over request funds.

d) The director informed the board that the state tenant coordinator, Elaine Palizzolo, will be retiring as of January 31, 2015. The job opening has been placed on the MassNAHRO website and an ad will be placed in the Sunday paper as well as Monster.com.

e) The director informed the board of unit vacancies. 4, 9 & 75 CD will be leased up by next week. There are no other vacancies at this time.

f) The director handed the board a copy of the Conflict of Interest Law summary and acknowledgement of receipt form. Each board member filled out the acknowledgement form and the director will forward them to the town clerk. Online training is required every two years, this is a non-training year.

g) During the past few weeks the director has received information from different solar energy companies regarding Net Metering. This is a program that is available to housing authorities and is supported by DHCD. Net metering consists of purchasing solar energy and receiving credits. Each credit will be based on the amount of solar energy produced versus the amount of energy used. The value of the credit is designed to exceed the price the authority would pay to the solar developer for the credits, the difference adds up to a savings on the authority's electric bill. The contracts are generally for twenty year terms. Average savings can run between 15%-25% of electricity costs. This program is fairly new to the authority and the director would like to do more research before determining if this would be beneficial to the authority.

g) The director looked into the possibility of adding onto the housing authority link on the town's website to create a webpage for the THA. She spoke to Linda DiPrimio of Community Development and was told this could be done. Once the authority has all the material together for the website the director will be in touch with Linda to set up the page.

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h) The director informed the board that she sent out the contract document to be signed for the Saunders Circle Window Replacement Project. The award went to East Coast Contracting Group, Inc of Bedford, MA in the amount of \$27,200.00. Once the signed documents are returned to the housing office the director will set up a meeting with the contractor to establish a timeframe to perform the work.

i) Village Green Apartments has changed owners. The new owner of the property is Ocean Gate Realty of Marblehead, MA. As a part of the transfer in ownership the housing authority had to sign a notice to consent to assign the HAP contract to the new owner. There is no change made to terms of the original contract that was signed in 2009 with Village Green Residential, LLC.

3. Motion by John Deputat, seconded by Marc DiFruscia to approve the director to sign the consent to assign the HAP contract to the new owner, Ocean Gate Realty. **Upon roll-call the motion passed by a vote of 5-0.**

j) New computers were purchased for both the bookkeeper and the front desk. The director would like to disposition the two old computers to the Villa at Meadowview for \$25.00 a piece.

4. Motion by Linda Brabant, seconded by Bob Demers to approve to disposition the two computers to the Villa at Meadowview for \$25.00 each. **Upon roll-call the motion passed by a vote of 5-0.**

k) The director has been working on updating the authority's Capital Improvement Plan. The deadline for submitting the updated plan to DHCD is January 15, 2015. Updates are to include replacing the front and back exterior doors at all of the units on Carnation Dr., bathroom rehab at 7 Pondview lane and replacement of the fire alarm system at Saunders Circle.

5. Motion by Bob Demers, seconded by John Deputat to approve submitting the updated capital improvement plan to include the replacement of doors at Carnation Dr., bathroom rehab at 7 Pondview and replacing the fire alarm system at Saunders Circle. **Upon roll-call the motion passed by a vote of 5-0.**

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- 1) The director handed out the annual lead paint certification to be signed by all board members. This certification needs to be submitted to DHCD along with the updated Capital Improvement Plan for 2015.

Meeting adjourned 5:10 P.M.

Minutes Approved on 1/13/15